

# Avila College

1996-97 GRADUATE CATALOG





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## Correspondence

Persons wishing further information should write or telephone:

### **Office of Admissions**

**Avila College**

**11901 Wornall Road**

**Kansas City, Missouri 64145**

**(816) 942-8400, Ext. 2204**

**D-Admissions @Mail.Avila.edu**

Visitors are welcome at the college. While it is advisable to make appointments in advance, the Office of Admissions will be happy to arrange a tour of the campus for visitors during the regular office hours which are 8:00 a.m. to 5:00 p.m., Monday through Friday.

This catalog is not to be construed as a contract. The college reserves the right to change fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary. Avila College offers both equal education and equal employment opportunities.

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# ACADEMIC CALENDAR 1996-97

**Fall, 1996**

Day/Evening Classes Begin	August 26
Weekend Classes Begin	September 6
Labor Day Weekend	August 31-September 1-2
Avila Day	October 11
Thanksgiving	November 27 - December 1
Final Week	December 9 - December 12

**Spring, 1997**

Day/Evening Classes Begin	January 21
Weekend Classes Begin	January 31
Break	March 7 - March 9
Easter	March 24-31
Classes Start	April 1
Final Week	May 12 - May 15
Commencement	May 16-17

# Introducing Avila College

Avila College is a Catholic, four-year, co-educational college with liberal arts and professional programs. It is situated on 48 rolling acres in south Kansas City, Missouri. Avila College was founded in 1916 and is sponsored by the Sisters of St. Joseph of Carondelet.

From its modest beginnings, Avila has become a flourishing, comprehensive college. Undergraduate and graduate programs are offered through day, evening and weekend courses. Founded as the College of St. Teresa, the college grew and expanded to a larger campus in 1963. It was at this time that the college name was changed to Avila to honor St. Teresa of Avila.

Avila College's commitment to excellence, to service of students and the community, to quality education of spirit, mind and body, and to growth of the whole person is deeply rooted in its Catholic heritage and in the lives and beliefs of the founding Sisters of St. Joseph.

Students, faculty and staff at Avila College provide a supportive, caring yet challenging environment.

A strong emphasis is placed on integrating the liberal arts into all programs so as to prepare students for a lifetime of personal fulfillment and career growth. Carefully-planned courses in the humanities, arts, natural and social sciences are designed to develop each student's ability to think critically, analyze written material and write and speak effectively. At Avila College, students acquire those skills necessary for success in a chosen career as well as preparation for graduate or professional studies.

## Mission Statement of Avila College

Avila College is a value-based community of learning, Catholic, coeducational and sponsored by the Sisters of St. Joseph of Carondelet. In a climate respecting the worth and dignity of each individual, the college provides liberal arts, professional undergraduate and graduate education for students' responsible life-long contributions to the contemporary world.

## Philosophy of Avila College

Avila College, sponsored by the Sisters of St. Joseph of Carondelet, is an academic community dedicated to education in the liberal arts and the professional areas.

Avila is a Catholic college that seeks to foster the intellectual, spiritual and social growth of its members. The college community includes men and women with a diversity of religious convictions. The administration, faculty, staff and students work together to create an environment wherein the quality of Christian hope permeates and enlivens an objective search for truth.

Avila students are encouraged to develop values which enable them to grow in freedom and responsibility as they respond to contemporary, social and moral issues.

The Avila community provides an atmosphere of faith and support in which members may gain insight into themselves, their relationship with God, and their place of service in the world community.



## Value Statements of Avila College

The Avila Community Values . . .

- Excellence in teaching and learning
- The Catholic identity of the college
- The sponsorship and contributions of the Sisters of St. Joseph
- The worth, dignity and potential of each human being
- Diversity and its expression
- Commitment to the continual growth of the whole person
- Interaction with and service to others

## History of Avila College

The Sisters of St. Joseph were founded in LePuy, France, in 1650 to serve their neighbors by responding to the needs of society. In 1836, six Sisters arrived in America and traveled up the Mississippi to St. Louis, Missouri, and settled in a small town south of the city known as Carondelet. These women established several schools and were soon known as the Sisters of St. Joseph of Carondelet.

In 1866, five Sisters came to Kansas City and opened the first private high school for young women, St. Teresa's Academy. In 1916, the academy administration chartered the first private college for women in Kansas City, the St. Teresa College, and offered a two-year program leading to an Associate of Arts Degree. Fifteen years later, St. Joseph's Hospital School of Nursing became affiliated with the college and nursing students were enrolled in basic science and humanities courses.

In 1940, the college was expanded to a four-year liberal arts college with professional programs in nursing, education and business. It was fully accredited by the North Central Association of College and Secondary Schools in 1946 and was called the College of St. Teresa.

The college established Kansas City's first baccalaureate degree program in nursing in 1948 and was accredited by the National League for Nursing in 1966. Additional programs in allied health, social work, and special education were developed to complement strong programs in the liberal arts.

The growth of the college resulted in a move to its present campus in 1963, which is located in suburban South Kansas City, three miles from Interstate 435. Seeking to serve a diverse population, the college became coeducational in 1969, established graduate programs in business, education and psychology in 1978 and began Kansas City's first Weekend College in 1984.

Since its founding in 1916, Avila College has been committed to excellence in teaching and learning in an environment that respects the uniqueness of each person and stresses responsible service to others.

## Avila College Campus

Avila College is just minutes off an interstate highway network and is convenient to Kansas City's many attractions. Its ten buildings are situated on 48 acres in suburban South Kansas

City and include residence halls; a fieldhouse; a sports complex for baseball, softball and soccer; the library; theater; chapel and classroom facilities.

## **Campus Buildings**

### **O’Rielly Hall (1963)**

Primary academic building with science laboratories, computer laboratories, lecture hall and classrooms.

### **Blasco Hall (1963)**

Administrative Offices, Admissions, Student Resource Center.

### **Marian Center (1965)**

Student Center with cafeteria, snack bar, lounges, student government offices and bookstore.

### **Carondelet Hall (1965)**

Residence Hall. Lower level contains the HODES EDUCATION CENTER, housing the education and psychology faculty, classrooms, the Child Care Center and the Montessori School.

### **Dallavis Center (1992)**

Classrooms, the Communication Center including a TV studio with audio and video editing facilities, and the Art Center with studios and a photography laboratory.

### **Ridgway Hall (1970)**

Residence Hall

### **Foyle Hall (1967)**

Residence Hall for the Sisters of St. Joseph. Also, houses the **Orscheln Memorial Chapel**.

### **Goppert Theater/Borserine Nurse Education Center (1974)**

Theater with thrust stage and seating capacity of 500, the McKeon Performance Studio and Music rooms. Borserine Center houses offices, classrooms, lounges and learning laboratory for nursing students and faculty.

### **Hooley-Bundschu Library (1978)**

Library houses 70,000 volumes and a learning center. Lower level houses the Business Department, the WHITFIELD CONTINUING EDUCATION CENTER and the THORN-HILL ART GALLERY.

### **Mabee Fieldhouse (1980)**

Contains the gymnasium, equipment and locker rooms for both men and women, weight room and athletic offices.

### **Thomas R. Zarda Family Athletic Complex (1991)**

Multipurpose outdoor athletic complex for softball, baseball and soccer.



## Library

The Hooley-Bundschu Library is the information resource center for the campus. It houses a collection of over 70,000 books, a current subscription list of 520 periodicals and newspapers, the entire ERIC collection on microfiche, and several thousand records, filmstrips, video tapes and slides. Library computers give students access to Internet and the campus-wide network. The card catalog is automated and access to a variety of data bases is made possible through DIALOG, FIRST SEARCH and WESTLAW, on-line data base search services. Using modern compact disk technology, the ERIC catalog can be accessed, current periodical articles can be researched through INFOTRAK and holdings at libraries throughout the State of Missouri can be searched through the Missouri Union Catalog. Current publications in children's literature are made available in a special resource room designed for that purpose. Study rooms, an audio-visual center and typing rooms are available for faculty and student use. Macintosh and IBM compatible microcomputers can be accessed for word processing and class assignments. The library is designed to provide an environment conducive to learning and research in an age that merges written and electronic media.

## Academic Computer Facilities

Avila College has three computer labs and a computer reference room. An IBM network, housed in the Library, consists of a PS/2 model 60 file server and PS/2 model 30 computers using a NOVELL local area network software. The file server stores the application software which consists of WordPerfect, Lotus, dBASE III, and many applications for specific classes.

Apple IIe, MACINTOSH si and IBM-compatible microcomputers are also available to students in the library. The Nursing Learning Resources Laboratory is equipped with microcomputers and interactive video systems as well as a variety of software packages directed toward nursing education.

The following labs are housed in O'Rielly:

The MACINTOSH lab consists of IICI's and IISI's. All computers are equipped with color monitors and the CI's also have 2-page monitors. Each computer has a hard drive which has Microsoft Word, Pagemaker and a variety of paint and draw packages. Some computer language courses, such as QuickBASIC, are also taught on these computers. This lab has a Laserwriter II NTX printer.

A NOVELL network consisting of 18 desktop computers is also available. This lab is equipped with 486SX-33 computers each having hard drives and SVGA color monitors. They are networked through a file server using NOVELL. Each computer is capable of running windows software including Microsoft Office, Lotus SmartSuite, Microsoft Works and many other applications. The lab is equipped with an inkjet printer and a laser printer.

The reference room consists of software manuals and reference guides. MACINTOSH and IBM-compatible microcomputers are located in this room. A MACINTOSH color workstation consisting of a IICI computer with a full-page color scanner, a video card for connecting a video camera and a film printer for taking color slides of computer images is also available in this location. Students can also access six multimedia computers using CD-ROM and/or laser disc materials in this room.

## Faculty

The Avila College faculty is made up of 76 full-time equivalent professors. Seventy-six percent of the full-time faculty hold Ph.D. degrees or terminal degrees in their field and teach introductory as well as advanced courses. The college's adjunct faculty are practitioners chosen for their ability to teach in specialized areas.

The faculty has made a commitment to excellence in teaching. Research and publication are also valued especially when collaboration of students and faculty is involved. The Avila College faculty is dedicated to life-long learning, professional growth and excellence in the classroom.

## Student Body

Avila College's 1,500 students come from the Kansas City Metropolitan area as well as 14 states and 13 countries. They are a mix of traditional and nontraditional college ages. Some reside on campus and others commute to classes. Over 80% of the full-time students receive some type of financial aid. Avila College students major in one of 36 undergraduate and 3 graduate programs doing clinical work or internships in numerous agencies and businesses throughout the metropolitan area.

## Accreditation

North Central Association of Colleges and Secondary Schools  
Joint Review Committee on Education in Radiologic Technology  
National Accrediting Agency for Clinical Laboratory Sciences  
Council on Social Work Education  
Missouri State Board of Nursing  
Missouri State Department of Elementary and Secondary Education  
National League for Nursing  
Approval by the American Bar Association for the Legal Assistant Program

## Membership

American Association of Colleges of Nursing  
American Association of Colleges for Teacher Education  
American Association of Collegiate Registrars and Admissions Officers  
American Association of Paralegal Educators  
Association of American Colleges and Universities  
Association for Gerontology in Higher Education  
Association of Catholic Colleges and Universities  
Association of College and University Housing Officials  
Association of Collegiate Business Schools and Programs  
Association of Governing Boards of Universities and Colleges  
Association of College Unions-International  
Campus Ministers of the Diocese of Kansas City-St. Joseph, Missouri  
Catholic Campus Ministry Association  
Collegiate Nurse Educators  
Council of Independent Colleges  
Council on Social Work Education  
Council for Advancement and Support of Education

Kansas City Association of Legal Assistants  
Mathematical Association of America  
Missouri Academy of Science  
Missouri Association of Administrators of Baccalaureate and Higher Degree Programs in Nursing  
Missouri Association of College Admissions Counselors  
Missouri Association of Collegiate Registrars and Admissions Officers  
Missouri Association of Schools and Departments of Music  
Missouri Association of Theater  
Missouri Catholic Campus Ministers Association  
Missouri College Fund  
Missouri College Personnel Association  
Montessori Institute of America  
National Association of Campus Activities  
National Association of College Admissions Counselors  
National Association of College and University Business Offices  
National Association of Foreign Student Advisors  
National Association of Intercollegiate Athletics  
National Association of Student Financial Aid Administrators  
National Association of Student Personnel Administrators  
National League for Nursing  
National Orientation Directors' Association  
National Women's Studies Association  
Sisters of St. Joseph College Consortium  
Speech and Theater Association of Missouri

## **Campus Policies**

### **Non-Discriminatory Policy**

Avila College is an Equal Opportunity and Affirmative Action Employer and is committed to achieving and maintaining equal opportunity in employment and personnel actions and procedures including but not limited to recruitment, hiring, training, transfer, promotion, compensation and services.

Further, Avila College is committed to non-discrimination and equal opportunity to its students including but not limited to recruitment, admissions, financial aid, educational policies, placement services, housing, athletics, sponsorship and conduct of co-curricular activities and other college administered programs and services.

These policies for students, faculty and staff are to be administered without regard to sex, race, religion, age, color, sexual orientation, disability or national origin.

Responsibility for implementation of these policies is assigned to all administrative personnel and department heads. The Affirmative Action Coordinator is responsible for monitoring said policies and shall report progress, problems and concerns to the President.

Procedures for filing complaints and seeking their resolution are available from the Affirmative Action Coordinator.

Any concerns regarding discrimination on the basis of sex or disability should be addressed to Ms. Gwen Hibdon, the college coordinator of Section 504 of the Rehabilitation Act of 1973 Title IX, in the Business Office, Blasco Hall, 942-8400, Extension 2218.

### **Sexual Harassment Policy**

It is the policy of Avila College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Avila College is unacceptable conduct and will not be tolerated.

All forms of sexual harassment shall be corrected early and firmly. To implement and promote this policy, Avila College has established both *informal* and *formal* grievance procedures for handling complaints involving sexual harassment. Any member of the college community who believes that he/she is or has been sexually harassed should contact either the office of the Vice President and Dean for Student Affairs, the Vice President and Dean for Academic Affairs or the College Affirmative Action Coordinator for further information on complaint procedures or for assistance in making a complaint.

### **Substance Abuse**

Avila College is committed to helping all members of the college community to make responsible decisions in all areas of their lives. As a part of this commitment, Avila College recognizes the need to supply accurate information on the consequences of the use and abuse of substances, legal and illegal, to students, faculty and staff. Therefore, the college has established a process by which members of the Avila community who are abusing substances can be identified. As an aid in developing a mature and responsible outlook, programs through which identified abusers can be assisted in dealing with dependence have been established.

### **Right to Know and Campus Security Act**

Avila College is in compliance with the "Student Right to Know and Campus Crime Security Act of 1990". Statistics regarding the graduation rate of all full-time students as well as the graduation rate of student athletes will be available to the public as of July 1, 1993. Effective September 1, 1992, all current and/or prospective students and employees may request a copy of the "Annual Report on Campus Crime and Arrest Statistics".

### **Assessment Program**

Avila College is committed to evaluating the performance of the college as well as the academic achievement of the students. Assessment at Avila is a multidimensional, ongoing process of gathering, interpreting and sharing information about the learning and development of Avila's students. This information is used to determine student achievement; to evaluate the effectiveness of the curriculum; to guide the revision of programs, courses and instruction; and to serve as a catalyst to aid students in self-evaluation and goal setting. Assessment at the undergraduate level addresses the learning outcomes for the Core Curriculum as well as the major. Graduate assessment focuses on the educational outcomes associated with each of the graduate programs. Students participate in assessment activities throughout their time at the college and after graduation as alumni. These activities include surveys, standardized examinations, in-class assessments, portfolios and final projects or theses.

# Academic Policies

## Catalog Student Must Follow

The catalog in existence at the time a student first enrolls at Avila College is the one a student should follow in order to fulfill graduation requirements. With departmental approval, a student may choose to fulfill degree requirements under another catalog in existence during the student's attendance at Avila College.

If a student does not attend Avila College for four consecutive semesters (not including summer sessions), the student must then fulfill the requirements of the catalog in existence at the date of re-enrollment.

The dates of the catalog a student follows to fulfill degree requirements must be stated on the degree application.

## Progress Toward Degree

A student accepted into a Graduate Program is expected to work consistently toward the degree and to register in the program until all requirements are met. Ordinarily, a student registers each semester for a minimum of three credit hours.

A student who does not register for graduate courses during two consecutive years will be required to reapply for admission to the Graduate Program; no fee is required for readmission.

To be granted a degree, all coursework must be completed within the time frame specified by the given Graduate Program:

- MBA - Seven years;
- Psychology - Seven years;
- Education - Five years.

## Transfer of Credit

Avila College accepts transfer credits from other institutions as recommended in the transfer credit practices directory published by the American Association of Collegiate Registrars and Admissions Officers. Ordinarily, only six (6) hours of "A" or "B" graduate coursework may be transferred.

## Academic Advising

Students must meet with their assigned academic advisor. Academic advising is required prior to each registration. Students are encouraged to contact their advisor at other times throughout the semester for information about college policies, services or professional opportunities.

## Registration

Students should register prior to the beginning of classes. Late registration or class section changes may be permitted:



- During the first week of a 15-week course, including arranged classes;
- Up to one week prior to the beginning of a weekend intensive course;
- On the first day of class for 5-week, 6-week, 7-week and summer classes.

A late registration fee will be charged.

**Repeated Course Work**

Graduate students may repeat courses according to the policy of the program in which they are enrolled. The most recent grade earned is reflected in the cumulative grade point average. However, all course entries remain a part of the permanent record and credit is forfeited for all previous attempts.

- MBA Program: Students may repeat those courses in which they earned a grade of “C” or “F”. Only two courses may be repeated during the entire program.
- Education/Psychology Programs: Only one course may be repeated during the entire program.

**Independent Study**

Students may enroll for independent study with the permission of the instructor and the Department Chairperson. For students in Education and in Psychology, independent study is limited to three credit hours.

**Courses Offered for both Graduate and Undergraduate Credit**

Students enrolled in Graduate Programs may take courses which are cross-listed and offered for both graduate and undergraduate credit. However, they must take a minimum number of credits in courses exclusively reserved for graduate students as indicated below:

MBA	24 hours
Education	32 hours
Psychology	48 hours

**Class Attendance**

Students are expected to attend all sessions of courses for which they are registered. Excessive absence may result in a grade of “F”.

**Academic Honesty**

Avila College expects and requires academic honesty from all members of the college community. Cheating, plagiarism and falsification of documents will not be tolerated and appropriate sanctions will be imposed.

**Program Changes and Withdrawals**

Program changes and withdrawals are official when forms that are available in the Registrar’s Office have been obtained, completed and returned by the student to that office. Students who do not officially withdraw from a course by the date published in the class schedule will receive a final grade of “F”.



The fee for each change is \$15. There is no fee for changes made as the result of classes cancelled by the college.

## Credit Hours and Grading System

Grades	Points per credit hour
A = Excellent	4
B = Good	3
C = Minimum Pass	2
F = Failing	0

W = Withdrawal without academic assessment

**AU = Audit.** Courses may be taken for audit with the approval of the instructor. Students may change a credit course to audit prior to the eleventh week of classes; students may also change an audit course to credit with the permission of the instructor prior to the SECOND week of classes. Students auditing a course are required to meet the attendance and participation requirements of the course. If these requirements are not met, students will be withdrawn from the course by the instructor. A final grade of "AU" is recorded on the transcript.

**I = Incomplete.** Course work required for a grade must be completed within six weeks after the close of a session unless a shorter time is stipulated by the instructor; if not, the grade of Incomplete will be changed to an "F". All assigned incomplete grades must have a Contract for an Incomplete Grade form completed and submitted by the instructor along with the final grade sheet. The Contract for an Incomplete Grade form can be obtained in the Registrar's Office. The charge for changing an Incomplete Grade is \$5 per incomplete. See MBA program for policy on incomplete (I) grade in a graduate Directed Study or Research Course.

The basis for determining the academic standing is the point-hour ratio. The Grade Point Average (GPA) is obtained by dividing the total number of semester hours, including transfer credits, but excluding grading assessments of W, AU and I. All grades for courses retaken will be displayed on the transcript, but only the most recent grade will be averaged into the GPA.

## Grade Reports

Students with an "F" grade in any course at mid-semester will be notified.

At the end of each semester a copy of the student's grades is mailed to the student's home address.

## Transcripts

Students who have satisfied all financial obligations to the College are entitled to a transcript of their academic record.

Due to the confidential nature of a student's record, transcripts are issued only on written authorization of the student concerned. Telephone requests will not be accepted. Written requests should be directed to the Office of the Registrar.

OFFICIAL transcripts are forwarded directly by mail to other institutions. UNOFFICIAL transcripts are issued to the student for personal use. The fee for each transcript is \$2, payable in advance.

## Release of Student Information

Avila College is in compliance with the Family Education Rights and Privacy Act of 1974 for the reviewing of educational records. Students may request to review educational records as follows:

- Complete and sign a request with the office concerned.
- Set up an appointment for reviewing record.

## Procedure for Grade Appeal

Students have recourse to an appeals procedure for the review of student course grades received at Avila College. Guidelines and Request Forms are available in the Office of the Academic Dean. The deadline for appealing grades is published in the course schedule.

## Application for Degree

Students must file an application for degree with the Registrar's Office during the semester prior to their final semester at the college, stating the expected date of degree completion. There is a penalty fee for filing after the published deadline date.

Deadline dates for filing:

March for Summer degree candidates

April for December degree candidates

October for May degree candidates

(check the academic calendar listed in the class schedule for specific dates)

If students do not complete the degree requirements by the expected date of completion, they must file a new degree application in the Registrar's Office.

After the degree application is filed with the Registrar's Office, a survey of all academic work is reviewed by the Registrar to verify degree requirements still needing to be satisfied. Written notification of those requirements will be sent from the Registrar to the student.

## Participation in Commencement

Students who have three (3) or fewer credits to complete during the summer session may participate in the May Commencement exercises.

## Course Numbering System

- |         |  |
|---------|--|
| 091-099 | Skills courses - these courses will not count toward the total hours for graduation. |
| 101-199 | Introductory courses   |
| 201-299 | More advanced introductory courses; may have prerequisites                           |
| 301-309 | Interdisciplinary courses  |
| 310-449 | Upper-division courses open to all students  |
| 451-499 | Upper-division courses open to majors/minors only                                    |

501-599 Foundational graduate courses

601-699 Graduate courses

Consecutive numbers separated by a comma, e.g., FR 111, 112, indicate a course sequence through the year.

The number in parentheses after the course title indicates the credit in semester hours.

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

# Campus Life

## Campus Ministry

Campus Ministry views the development and exploration of spiritual values as an important part of the total experience of Avila. Services are for all members of the Avila community, regardless of religious preference. Students are invited to discover and develop their individual spirituality through a variety of programs: liturgical celebrations, music, volunteer services, retreats, peer ministry and more.

## Health and Child Services

Health and Child Services is located in lower Carondelet Hall, accessible through the tunnel from Marian Center. The office is staffed by a registered nurse who is on campus 8 a.m. to 5 p.m., Monday through Friday. Health services, free and available to all students, include nursing assessment of minor illness or injury, treatment with non-prescriptive medications or medical supplies, basic emergency care (if needed), and referrals to campus or community health care resources. Health counseling and education are provided on an individual basis and through campus programs and presentations.

Health Services is the primary campus contact for students applying for health insurance offered through the college, understanding insurance coverage, and if needed, submitting claims.

Information about the Child Care Center and Montessori School is also available from this office.

## Child Care

The Child Care Center is available for the college community child care needs between the hours of 7:30 a.m. to 5:30 p.m., Monday through Friday, at an hourly fee. The center is designed for children, ages 2 1/2 (toilet-trained) through 6, to enjoy non-structured free play supervised by qualified staff and college student assistants. The center is not structured for extended all day care; however, in conjunction with the Montessori School, full day needs can be met. The Child Care Center is located in Room 719, Hodes Education Center, and the days of service coincide with the academic calendar for both the fall and spring semester.

## Montessori School

Avila Montessori School offers schooling, including kindergarten, for children ages 3 (toilet-trained) through 6. Several enrollment options, in both full-day and half-day sessions, are available between the hours of 9:00 a.m. to 3:00 p.m., Monday through Friday. The school is accredited through Montessori Institute of America (MIA) and is taught by certified Montessori teachers assisted by teacher aides. Avila's Child Care Center can provide extended before and after school child care. The Montessori School is located in Rooms 715 and 716, Hodes Education Center. The school's days of service closely coincide with the academic calendar for both the fall and spring semester.

FOR MORE INFORMATION OR TO ENROLL YOUR CHILD IN THE CHILD CARE CENTER OR THE MONTESSORI SCHOOL, CONTACT HEALTH AND CHILD SERVICES, 942-8400, EXT. 2276 OR 2268.

## **Bookstore**

The campus bookstore operates to meet the needs for texts, supplies and many gift items. The bookstore also operates the Lost and Found Department for the campus.

## **Alumni Association**

Through the Avila College Alumni Association men and women who have attended the college can maintain friendships and loyalties developed during their college years. Any former student who has completed twenty-four (24) semester hours of coursework at Avila is considered an alumnus/a. Through the association, alumni/ae promote the continued growth of the college and their own interest in higher education.

## **disAbled Student Services**

Avila College welcomes students with physical or mental challenges who can be successful learners and contributors to the college community. To apply for accommodation in your learning environment, (curricular or co-curricular) please complete a Request for Accommodation Form, available from the Student Affairs Office or New Student Development Office in Marian Center. The Vice President & Dean for Student Affairs welcomes questions, issues or concerns.

## **Student Policies**

Membership in the Avila community entails responsibilities as well as privileges. Acceptance and adherence to the college policies and codes is necessary in order to maintain a sense of respect and belonging for all members.

## **Student Conduct**

Avila is committed to the educational development of the total person and seeks to develop an environment that is conducive to academic endeavor, social, spiritual, personal and physical growth with individual self-discipline and responsibility. The individual who enters this community voluntarily assumes obligations of performance and behavior required by the institution, relevant to its purposes and functions. Disciplinary sanctions may be imposed by the College whenever student conduct interferes with the College's responsibility of ensuring the opportunity of the college to attain educational objectives, or its responsibilities of protecting the rights, health and safety of its members. (See student handbook for complete copy of the Code of Conduct.)

## **Motor Vehicles and Parking**

Vehicles of resident students must be registered with the Assistant Dean for Student Affairs. No additional registration is necessary. Free parking is provided to all members of the college and their guests. Tickets shall be issued to vehicles parked in handicapped or No Parking areas.

## **Student Residence Requirement**

The college believes in its responsibility to ensure that each new student is given maximum opportunity to succeed academically, developmentally and socially. This can best be accomplished through a total integration of the college environment and residence on campus. Therefore, all full-time single freshmen and sophomores under the age of 21 are required to live in college residence halls if they are not residing with parents or have approval of immediate family member. Contact the Residence Life Office for further information or exceptions to this policy.

## **Personal Property Losses**

The college is not responsible for the loss or damage to property owned by students or their guests, regardless of the cause.

## **Identification Cards**

I.D. cards may be obtained in the Office of Student Life (full and part-time students) and the Business Office (part-time students only).



# Financial Regulations

The college year is divided into two semesters averaging 15 weeks each and a summer session. Full-time tuition does not include courses taken during the summer. Accounts must be paid in full before the beginning of each semester in order to complete registration. Students are responsible for the total tuition and other miscellaneous charges even though a third party may pay the college directly or reimburse the student. Avila College accepts Mastercard, Visa or Discover.

## Basic Expenses (1996-1997)

Tuition per credit hour for undergraduate credit	\$ 220.00
Tuition per credit hour for graduate credit	\$ 265.00
Student Center and Activity Fee per credit hour	\$ 1.00
Audit per credit hour	\$ 265.00
Room and Board per semester	
Double	\$2075.00
Single (if available)	\$2500.00
Room Reservation and Damage Deposit	\$ 50.00
Residence Hall Activity Fee per semester	None

For Lab Fees and Miscellaneous Fees see the Semester Class Schedule for specific fees.

## Payments

### Room Reservation and Damage Deposit

Rooms are reserved by written application to the Residence Life Office and payment of a \$50 Room Reservation and Damage Deposit.

### Payment of Accounts

All accounts must be paid in full by the beginning of classes or arrangements must be made to pay in installments through Avila's Deferred Payment Plan. Avila College accepts Mastercard, Visa or Discover.

### Financial Aid and Loan Recipients

In order for financial aid awards to be applied to the student's account, aid must be accepted in writing and all aid papers must be signed in the Financial Aid Office.

If, at the time of registration, the loan check is not in the Business Office, the student will be responsible for any payment due. Perkins Loan recipients must sign the loan papers in the Business Office during the first week of classes. In the event there are other loans, such as Stafford, they may be signed according to the regulations noted under the catalog section Credit Balance Refunds. Loan proceeds must be applied to any balance due and any resulting credit balances will be refunded as noted under Credit Balance Refunds.

## Deferred Payment

Through Avila's Deferred Payment Plan, the tuition and fee balance, after accepted financial aid is applied, may be paid in four equal installments throughout the semester. The first payment (25% of balance due which includes the plan fee) is payable approximately seventeen days prior to the date of the first class or at the time of registration with the balance payable in three equal installments during the semester. Agreement forms are available in the Business Office and must be signed. If the form is not returned, the enrollee, by making the first payment of the deferred payment plan, accepts all the conditions of the plan. A fee for the plan is charged, and, if payments are not made on or before the due dates, a late payment penalty is assessed. Charges and payment dates are listed in each semester class schedule. **THE STUDENT'S RESPONSIBILITY FOR THE TOTAL CHARGES IS NOT CHANGED BY HAVING SOME PORTION OF THE PAYMENT DEFERRED.**

## Late Payment Penalties

Failure to make arrangements for any payment due on a campus account by the due date will result in one or more of the following actions:

- a) late payment penalty
- b) a hold on the student's record
- c) cancellation of the student's registration

A student may be reinstated by paying a reinstatement fee; however, the original classes cannot be guaranteed.

## REFUNDS

### Tuition

In any instance of adding, dropping or withdrawing as noted below, the student must complete a Change of Program Form available in the Registrar's Office and must process and return the form to the Registrar's Office for the transaction to be complete. The date the form is returned to the Registrar is the date of the transaction. The time periods for the adjustments commence with the first day of classes according to the academic calendar and not the beginning date of the individual courses. Laboratory fees are not refundable. Tuition will be adjusted for full-time and part-time students in accordance to the student's classification as either a 'first-time student at Avila' or 'all other student' status. The following procedures will be used:

- **Cancellation of Registration**

Prior to the start of classes and the first seven calendar days of the semester, a cancellation of registration will result in the cancellation of all tuition and fees. A withdrawal fee of \$25.00 will be made.

- **Withdrawal From All Classes - FIRST TIME AVILA STUDENT**

Tuition adjustment for the First Time Student at Avila executing a complete withdrawal from the college will follow Federal pro-rata refund procedures which provide for adjustments up through the first 60% of the term as calculated by weeks. After the 60% period there will be no reduction of the original charges and they are due and payable. The cal-

culation is made using weeks remaining divided by the total number of weeks in the term and rounding the result downward to the nearest whole 10%. An administrative fee of \$25.00 will also be charged.

Tuition adjustment for ALL OTHER STUDENTS executing a complete withdrawal from the college:

1 through 7 calendar days	
(The \$25 withdrawal fee applies)	100%
8 through 14 calendar days	75%
15 through 21 calendar days	50%
22 through 28 calendar days	25%

*After the twenty-eighth calendar day there will be no reduction of the original charges and they are due and payable.*

Credit Balance Refunds

Credit balances may be requested at the Business Office any time after the second day of classes. In instances where credit balances are created by funds paid from outside sources (such as business, government and banks), the money must first be received by the college in order to issue a disbursement check to the student. An authorization to bill an outside source does not create a credit balance. Checks will be issued after the fourteenth day of classes, provided the request was received five to seven days prior to the refund date. Requests received after the second week of classes will be ready within seven days.

- For \$300 or less, the entire amount will be refunded at one time.
- For any amount over \$300, \$300 will be refunded initially, and the remaining balance may be requested during the fifth week of the semester.
- STAFFORD LOAN (Subsidized and Unsubsidized) RECIPIENTS

College regulations will not permit credit balances generated by these loans to be returned until classes have begun and attendance has been verified. When the loan check is endorsed before classes begin or through the first seven days of classes, the credit balance check will not be ready until the fourteenth day of classes. If the loan check is endorsed after the seventh day of classes, the credit balance check will take approximately seven working days to issue.

Residence Hall Refund Policy

If termination has been granted, students withdrawing from the residence hall during the first seven calendar days of the semester will receive a full refund of the total room and board fees minus \$100.00. From the eighth through 14 calendar days, students will receive a 75% refund of the total room and board fees; during the fifteenth through 21 calendar days, a 50% refund will be given. From the twenty-second through 28 calendar days, a 25% refund will be given. After 28 calendar days, no refund will be given. Students dismissed from the halls for disciplinary reasons after the third week of class do not receive a refund.

The \$50 Room Reservation and Damage Deposit may not fall below \$25.00 while a student is in residence. The deposit will be forfeited if the student has not occupied the room by

5:00 p.m. on the first day of classes. The room will be considered vacant unless previous arrangements have been made.

After a student has properly checked out of the room, the \$50 Room Reservation and Damage Deposit, less unpaid assessments, is refundable to the student under the following circumstances:

- Any new resident student who withdraws an application and who notifies the Housing Office in writing prior to June 7 for the first semester and November 15 for the second semester.
- Students withdrawing from college at the end of the fall semester who notify the Residence Life Office in writing by November 15 for the spring semester.
- Students who do not sign a new contract and whose contract period expires.
- Returning resident students who request cancellation of their contract during the summer and who notify the Residence Life Office by June 7.
- Residents who request in writing by November 15 and receive permission to terminate their residence hall contract in accordance with the residence hall termination policy.

# Financial Aid

## Loans

### Stafford Loans

Stafford Loans (Subsidized and Unsubsidized) are deferred fixed and variable interest rate loans available to undergraduate and graduate students who demonstrate financial need. These loans are arranged through private lenders.

## When to Apply for Financial Aid

Students should apply for aid as soon as possible after January 1st. Since financial aid awards are for one year only, students must reapply each year.

Missouri residents should be sure to apply well before April 30th to meet the Missouri Student Grant deadline.

## How to Apply for Financial Aid

Contact the Financial Aid Office for complete instructions on how to apply for all types of financial assistance.

## Notification of Award

All Avila aid recipients will be officially notified of the type and amount of their aid awards by the Director of Financial Aid on a written award notice.

## Standards for Satisfactory Academic Progress

Federal regulations and Avila College require that any student receiving funds from any federal, state or institutionally-controlled aid program maintain reasonable academic progress. Copies of the standards are available in the Financial Aid Office.

# GRADUATE PROGRAMS/COURSES

The Roman numeral following the course description indicates the semester in which the course is given. First semester course offerings are indicated by I; second semester, II; summer session, S. Where frequency of course offering is not indicated, the course is given as required.

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## Master of Business Administration (MBA)

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### Concentrations:

- Accounting
- Finance
- General Management
- Health Care Administration
- International Business
- Management Information Systems
- Marketing

The MBA program provides preparation for men and women to assume administrative positions in a broad range of business and other types of institutions within our society. A student with a bachelor's degree in any academic discipline may enroll in Avila's MBA program.

### Admission Requirements

Admissions requirements for the MBA program are a baccalaureate degree from an accredited institution and at least 1000 points based on the formula:  $200 \times$  the GPA on the last 60/90 semester/quarter hours (4.0 system) plus the GMAT score. Foreign students should have a minimum 450 score on the GMAT examination and a minimum 550 score on the TOEFL test. Students not meeting these requirements may petition for admission. Each student will be asked to demonstrate writing skills upon admission.

### Candidacy Status

Upon having satisfied all admission criteria identified above, having demonstrated a satisfactory level of written and oral communication

skills, spreadsheet and wordprocessing computer application skills, and having completed nine (9) hours of graduate work with a grade point average of 3.0 or better, the student must apply for candidacy status. Only students approved for candidacy status will be permitted to continue in the degree program.

### Requirements for Graduation

All study programs shall require at least 24 hours of foundation courses associated with an education for business. This requirement may be met with a combination of undergraduate and graduate work. Additionally, the MBA student must complete at least 24 hours of additional graduate work. Each program must involve a minimum of 30 total graduate hours of which 24 hours are open exclusively to graduate students. A maximum of six (6) graduate hours may be transferred from another accredited institution toward the minimum 30-hour requirement.

All concentrations, except accounting and health care administration, require the completion of 9 hours of work in an area of concentration beyond the foundation level. The accounting and health care administration concentrations require 12 hours. Principal graduate courses otherwise required may be counted in this 9-hour requirement when relevant to the concentration selected. All students must file an application for degree in accordance with guidelines set forth by the College. A 3.0 grade average is required in graduate courses. All requirements for the degree program must be completed within a seven-year period.

### Incomplete Grade in Directed Study or Research

Any incomplete (I) grade in a graduate Directed Study or Research course not completed for evaluation by the first day of the second session or semester following the one in which the student initially enrolled will be changed to "F".



In order to extend the time for completing the work, the student must again enroll in the course and pay the tuition.

### The Curriculum

The specific courses required of a particular student in completing the program depends on his or her prior educational background and the specific concentration selected. Courses may be classified as prerequisite, foundation and principal courses.

### Prerequisite Courses

Math requirement:

Accounting concentration – MA 120

College Algebra

All other concentrations – either MA 115

Finite Mathematics or MA 120 College Algebra

Required in specific concentrations:

Management Information Systems –

Two semesters of computer language(s)

International Business –

Two years of a second modern language

Accounting

Cost Accounting (AC 355)

Intermediate Accounting I (AC 361)

Intermediate Accounting II (AC 362)

Auditing (AC 370)

Tax Accounting (AC 451)

Advanced Accounting (AC 460)

### Foundation Courses

Foundation courses may be satisfied by previous undergraduate work.

Financial Accounting (AC 501)

Economic Concepts (EC 501)

Statistical Analysis (EC 540)

Quantitative Analysis (EC 541)

Business Legislation (BU 501)

Management Processes (BU 621)

Marketing Management (BU 610)

Financial Management I (BU 630)

### Principal Courses

The following principal graduate courses are required in all or most concentrations, particularly the programs of students with undergraduate business degrees.

Organizational Behavior and Development (BU 622)

Organization Policy and Strategy (BU 699)

Business, Government and Society (BU 601)

Marketing Strategy (BU 615)

Financial Management II (BU 635)

Current Issues in Management (BU 629)

Aggregate Income Analysis (EC 611)

or Managerial Economics (EC 612)

Managerial Accounting (AC 650)

or Management Information Systems

(BU 661)

### GRADUATE COURSES IN ACCOUNTING

#### AC 501. Financial Accounting. (3)

An introduction to accounting concepts and procedures. Prerequisite: Accounting concentration - MA 120. All others - MA 115 or MA 120.

#### AC 650. Managerial Accounting. (3)

A study of accounting concepts as applied in manufacturing and merchandising firms emphasizing analysis of financial statements and managerial use of cost data. Prerequisite: AC 501 or equivalent.

#### AC 652. Advanced Tax Accounting. (3)

An advanced study of federal income taxation of business entities, with an introduction to tax research. Prerequisite: AC 451 or equivalent.

#### AC 653. Taxation and Decision Making. (3)

A discussion of aspects of individual, partnership, corporate and estate taxation, emphasizing tax planning. It is designed for the non-accounting major and is not open to students who have completed AC 451, AC 452 or AC 652. Prerequisite: AC 501 or equivalent.

#### AC 655. Advanced Cost Accounting. (3)

A study of additional cost accounting techniques, emphasizing advanced applications. Prerequisite: AC 355 or equivalent.

#### AC 670. Advanced Auditing. (3)

Emphasis is given to techniques used in arriving at audit decisions and the practical implementation of such audit decisions. Prerequisite: AC 370 or equivalent.

#### AC 675. Advanced Accounting Theory. (3)

An evaluation of accounting theory in relation to user satisfaction, emphasizing resource

flows, asset valuation and accounting history. Prerequisite: AC 362 or equivalent.

**AC 690. Directed Study in Accounting. (3)**

Independent study of an approved topic not parallel with the content of any other course offering.

**AC 698. Accounting Research. (3)**

Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students. Graded as Credit/No Credit.

**GRADUATE COURSES IN BUSINESS ADMINISTRATION**

**BU 505. Business Legislation. (3)**

A study of the legal issues inherent to business transactions.

**BU 601. Business, Government and Society. (3)**

A review of the basic means-ends relationship which exist among society's goals and the various units comprising the economic and political systems, with special emphasis given to ethical behavior. Prerequisite: EC 501.

**BU 610. Marketing Management. (3)**

An introduction to the fundamentals of marketing management and strategy formulation with special emphasis on segmenting markets and research, product, pricing, promotion, distribution and channel or place decisions. Prerequisite: EC 501 or equivalent.

**BU 611. International Marketing. (3)**

Introduction to the special problems associated with marketing in international environments. Prerequisites: BU 610, BU 621 and BU 630 or equivalents.

**BU 613. Promotion Management. (3)**

Analysis of consumer and buyer behavior and the study of personal selling, advertising, sales promotion and publicity as they relate to structuring a balanced promotional mix and a marketing communication system. Prerequisite: BU 610 or equivalent.

**BU 614. Marketing Channel Management. (3)**

Analysis of factors basic to the development of and problems associated with maintaining

direct and indirect channels of distribution and the development of physical distribution systems. Prerequisite: BU 610 or equivalent.

**BU 615. Marketing Strategy. (3)**

Analysis of problems associated with the development, execution, evaluation and redirection of marketing programs, plans and strategies in a wide range of organizations. Prerequisites: BU 610, EC 501 or equivalents.

**BU 616. Product and Pricing Strategies. (3)**

Analysis of problems associated with the development and commercialization of products and alternative pricing strategies utilized at various stages of product/brand life cycle. Prerequisite: BU 610 or equivalent.

**BU 617. Marketing Analysis. (3)**

Analysis of the techniques and methods utilized in planning, executing and reporting results of marketing research in a managerially useful manner. No credit for those who have completed BU 417 or equivalent. Prerequisites: BU 610 and EC 540 or equivalents.

**BU 621. Management Processes. (3)**

An overview of management processes performed in complex organizations.

**BU 622. Organization Behavior and Development. (3)**

The study of the structure, individual and group behavior, and development of organizations. Prerequisite: BU 621 or equivalent.

**BU 629. Current Issues in Management. (3)**

Analysis of special problems, trends and developments in areas of general management. Prerequisites: BU 621 or equivalent.

**BU 630. Financial Management I. (3)**

A study of the principles of financial management and the application of those principles to major financial management decisions. Prerequisites: AC 501, EC 501, EC 540 or equivalents.

**BU 631. Advanced Security Analysis. (3)**

A study of techniques for evaluating investments in common stock, preferred stock, corporate bonds and government bonds. Prerequisite: BU 630 or equivalent.

**BU 635. Financial Management II. (3)**

Develops students' understanding of issues in financial management through application of finance principles via case studies. Prerequisite: BU 630 or equivalent. Spreadsheet skills are recommended.

**BU 636. Financial Management III. (3)**

Discussion of advanced theoretical issues and case problems in financial management. Prerequisites: BU 630 and BU 635 or equivalents.

**BU 637. International Finance. (3)**

A survey of major issues in international financial management and investments. Topics covered will include: exchange rate determination, spot and forward markets for foreign exchange, the financial management of multinational corporations, and managing the risks inherent in international business. Prerequisites: BU 630 or equivalent.

**BU 638. Financial Markets and Instruments. (3)**

An analysis of the financial instruments and the operation of these markets in promoting capital formation, investment flows and risk management. Prerequisites: BU 630 or equivalent.

**BU 653. Human Resources Management I. (3)**

An examination of the impact of human resources management policies on the organization. Prerequisite: BU 621 or equivalent.

**BU 654. Human Resources Management II. (3)**

An extension of BU 653 with an emphasis on reward and work system policy areas. Prerequisite: BU 621.

**BU 661. Management Information Systems. (3)**

Designed to assist students in developing the ability to determine an organizations information needs, to relate key organizational decisions to their underlying sources of data and to evaluate overall information systems. Prerequisites: AC 501, BU 610, BU 621, BU 630 or equivalents. AC 650 is recommended.

**BU 662. Data Systems Management. (3)**

This course deals with the development and maintenance of a highly integrated, but flexible,

collection of computer files that are cross-referenced in a manner that minimizes duplication of data within the total management information system of an organization. Prerequisite: Two semesters of computer language.

**BU 663. Design and Analysis of Information Systems. (3)**

This course deals with the analysis, design and development of a computer information system as a set of interrelated, interacting components functioning together as an effective unit to achieve specific results. Prerequisite: Two semesters of computer language.

**BU 664. Seminar in Management Information Systems. (3)**

This seminar will involve the identification and in-depth analysis of problems, trends, and issues currently encountered by management information professionals. Prerequisites: Two semesters of computer language.

**BU 666. Production/Operations Management. (3)**

A study and analysis of methods and techniques utilized in managing the operations function. Prerequisites: BU 621, EC 501, EC 541 or equivalent.

**BU 667. Procurement Management. (3)**

A study of procurement management and an analysis of problems associated with the purchase of a wide variety of industrial products and services. Prerequisites: BU 621, EC 501, EC 540, EC 541 or equivalents.

**BU 671. Health Care Systems. (3)**

An examination of the interrelationships which exist among the various components of the health services industry and the role each plays in the delivery of health care services. Prerequisites: BU 621 and EC 501 or equivalents.

**BU 672. Economic and Political Context of Health Care. (3)**

An analysis of demand for and costs of providing health care services from both a macro and micro perspective and analysis of the supportive and regulatory aspects of public policy that impact the health care industry. Prerequisites: AC 501, BU 621 and EC 501 or equivalents.

**BU 673. Special Problems in Health Care Management. (3)**

An investigation of special problems associated with the management of health care institutions. Prerequisites: AC 501, BU 610, BU 621, BU 630 and BU 671 or equivalents.

**BU 674. Current Issues in Health Care Administration. (3)**

Analysis of special issues and trends in the field of health care. Prerequisites: AC 501, BU 610, BU 621, BU 630, BU 671 or equivalents.

**BU 690. Directed Study in Business. (3)**

Independent study of an approved topic not parallel with the content of any other course offering.

**BU 698. Business Research. (3)**

Independent research resulting in the completion and defense of a master's thesis. This is an optional course not required for MBA students. Graded as Credit/No Credit.

**BU 699. Organization Policy and Strategy. (3)**

A capstone course, taken preferably in the last semester of study, that synthesizes learning through case analysis and simulation of organization management. Prerequisites: BU 610, BU 621, BU 630 or equivalents.

**GRADUATE COURSES IN ECONOMICS****EC 501. Economic Concepts. (3)**

An introduction to fundamental macroeconomic and microeconomic concepts which provide the background for economic analysis.

**EC 540. Statistical Analysis. (3)**

An introduction to basic statistical techniques which involves methods of collecting and analyzing data with an emphasis on inferential statistical techniques used for hypothesis testing and decision making. Prerequisite: MA 115 or equivalent.

**EC 541. Quantitative Analysis. (3)**

An introduction to quantitative analysis techniques needed to apply models to situations in business and economics. Prerequisites: AC 501, EC 501, EC 540 or equivalents.

**EC 603. Business and Economic Forecasting. (3)**

An analytical approach to developing a forecast for the economy and its relationship to forecasting industries and firms market potential. Prerequisite: EC 501 or equivalent.

**EC 611. Aggregate Income Analysis. (3)**

An analysis of macroeconomic variables and models from the viewpoint of how business fluctuations and external economic variables impact business decision making. Prerequisite: EC 501 or equivalent.

**EC 612. Managerial Economics. (3)**

Study of microeconomic analysis and models relevant to a broad cross section of decision within the business firm. Prerequisites: EC 501, EC 541 or equivalents.

**EC 682. International Economics. (3)**

An introduction to the theory, structure and policies of international trade and international financial institutions. Prerequisite: EC 501 or equivalent.

**EC 690. Directed Study in Economics. (3)**

Independent study of an approved topic not parallel with the content of any other specific course offering.

**EC 698. Economic Research. (3)**

Independent research resulting in the completion and defense of a master's thesis. This is an optional course and not required for MBA students. Graded as Credit/No Credit.

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## Master of Science in Education

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The goal of the graduate program in education is to provide practicing teachers with skills necessary to become truly effective "master" teachers. In addition, a focus of the coursework is on becoming an instructional leader in the school. The graduate of Avila's master of science degree in education will be well equipped to serve as a member of school based leadership teams, curriculum committees, parent liaison teams and in other important leadership positions.



The master's program in education is unique in that a cadre of students begins together each fall. Classes are held once a week from 4:00 to 9:30 p.m. Students work in cohort groups allowing for networking, collaborative projects, cooperative study and intensive interaction. The students create a portfolio of work as they progress through the program. These materials form a significant resource for them for use in job applications, professional meetings and school situations. The classes are set up allowing a student beginning in the fall to finish coursework in three semesters and a summer with the integrative seminar and presentation of the portfolio in the second spring. The student is able to plan ahead for the entire program with class schedules and tuition guaranteed. The student who is accepted into the program and completes the first 24 hours within a specified time frame also receives the final 8 hours tuition-free.

#### **Admission Requirements:**

The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Have completed all parts of the written application, including 2 letters of recommendation,
3. Submit two official transcripts of all previous college work,
4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have taken the Graduate Record Examination and have the scores forwarded to the Department at the time of application, and

#### **Requirements for Program Completion:**

The Master's degree in Education requires a minimum of 32 hours of coursework. A maximum of 6 hours of transfer credit is allowed upon approval of the Graduate Studies Committee. To maintain enrollment, the student must carry a 3.0 average in coursework, with no grade lower than a "C" (2.0). To successfully complete the graduate program in education, the student must pass each class, maintain a 3.0 grade point average, and complete a portfolio containing representative work from several classes and experiences. This portfolio is pre-

sented to a graduate committee of education professors during the final class (ED 699). Details of the portfolio contents are explained throughout the coursework.

**Required Courses:** ED 605, 610, 612, 615, 617, 620, 630, 680 (3 hours total), 684, 699 and 2 hours of approved electives.

### **GRADUATE COURSES IN EDUCATION**

#### **ED 605. History and Philosophy of Education. (3)**

This course examines and analyzes the historical and philosophical aspects of education. Education will be viewed in its broadest sense to include the transmission of values, beliefs and culture in school and non-school settings. Although the focus will be on American educational systems, other influences of western culture will be discussed. I.

#### **ED 610. Social and Multicultural Issues in Education. (3)**

This graduate seminar will focus on contemporary, social and multicultural issues in American education. Issues involving race, class, ethnicity and gender will be analyzed and discussed. Educational theory and curricula will be critically examined within a variety of educational settings. II.

#### **ED 612. Measurement and Assessment I. (3)**

This course will integrate planning, instruction, and measurement of the learning process. Thinking will be directed toward the assessment of student outcomes. Topics will include descriptive statistics, classroom test characteristics, classroom test writing, and group test interpretation. I.

#### **ED 615. Learning and Motivation. (3)**

The purpose of this course is to survey the major theoretical concepts underlying how the human organism learns and what propels him/her to action. Major topics include classical and instrumental conditioning, memory, cognitive development, and cognitive information processing. Implications for instruction, lesson planning, and assessment will be explored. I.

#### **ED 617. Advanced Behavior Management. (3)**

This course will focus on the application of specific ecological, behavioral, psychoeducational,

and developmental theories to real classroom management and behavior problems. Students should have a foundation in general classroom management models. II.

**ED 620. Technology in Education. (3)**

This survey course will introduce the class participants to a variety of current technological resources in education such as CD-ROM, interactive video, hypercard and desktop publishing. Participants will be involved in the development of several class projects and the integration of the software and hardware into their specific curriculum areas. S.

**ED 630. Advanced Curriculum Development. (3)**

Exploration of the basic concepts, terminology, philosophy and current research in curriculum planning; application of these factors both in class projects and teaching situations; exposure to and analysis of curricula of various school districts. II.

**ED 635. Individual Intelligence Assessment. (3)**

The student will learn to administer a series of Wechsler individual intelligence tests. The students will learn to interpret the tests as indicators of scholastic ability and as screening devices for organic pathology, learning disabilities and emotional disturbance. The student will become cognizant of the limitations of intelligence tests in relation to their reliability, norming and interpretation. Fee required. I.

**ED 675. Reading in the Content Areas. (3)**

Selection and adaptation of materials to aid the student in reading in the content areas; methods of teaching more effective comprehension and study skills in these subjects; techniques for dealing with the challenged reader. I, II, S, even years.

**ED 680. Special Topics: Issues in Educational Leadership. (1-3)**

This class will offer a series of one hour intensives, topics dealing with current issues in educational leadership, such as site based management, teacher as instructional leader and group leadership techniques. This class will utilize outside experts as instructors along with regular faculty. It will provide an opportunity for students to choose topics of particular interest and use for them. I, II, S.

**ED 684. Effective Instruction. (3)**

Advanced study and implementation of learning theory, including motivation, reinforcement, lesson design, transfer, practice and higher level thinking skills. S.

**ED 690. Directed Study. (1-3)**

The student will have an opportunity to pursue a directed course of study through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than two credit hours under this course number toward the degree. I, II, S.

**ED 699. Seminar: Current Issues and Trends in Education. (3)**

Examination of current issues related to teaching, learning and instructional leadership. Demonstration of effective teaching/learning practices within the actual school setting. Final preparation of portfolios and presentation of portfolios to the graduate committee. Prerequisite: 27 hours of completed graduate work and consent of instructor. II.

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## Master of Science in Counseling Psychology

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The purpose of the Master of Science Degree in Counseling Psychology is to prepare students in the delivery of mental health services. The degree is clinically oriented with an emphasis in agency counseling. Upon completion of the degree, graduates will be qualified to practice in public and private agencies serving individuals and families in crisis. The programs enable the graduate to meet Missouri state educational requirements for licensure as a counselor.

**Admission Requirements**

The applicant seeking admission to the program must:

1. Have a bachelor's degree from an accredited institution,
2. Have completed all parts of the written application, including 2 letters of recommendation,
3. Submit two official transcripts of all previous college work,



4. Have a grade point average of 3.0 on a 4.0 scale for at least the last 60 hours of undergraduate work,
5. Have completed undergraduate courses in General Psychology, Theories of Personality, Abnormal Psychology and Social Psychology,
6. Have taken the Graduate Record Examination and have forwarded the scores to the Department at the time of application.

### Requirements for Program Completion

The Master's degree carries a minimum of 48 hours of coursework and will be longer for some applicants with less background in psychology. A maximum of 6 hours of transfer credit is allowed. The student must maintain a 3.0 average in coursework with no grade lower than "C" (2.0).

The counseling practicum must be completed successfully before a student may enroll in Internship. The Internship includes a 750 hour placement with an outside agency. Evaluation must be favorable for completion of the degree. A passing score on a final comprehensive examination is required for completion of the degree. Arrangements for the exam must be made toward the end or after completion of coursework.

### STUDENT STATUS WITHIN THE PSYCHOLOGY GRADUATE PROGRAM

1. Student in Good Standing
  - has successfully met all entrance requirements
  - has maintained an overall GPA of 3.0 or better with no grade below "C"
  - has not yet taken Beginning Practicum.
2. Provisional Status
  - has submitted all parts of application with the exception of standardized test scores, and those parts that have been submitted suggest that student will meet minimal standards
  - may enroll in no more than a total of 9 hours before file is completed.
3. Probationary Status
  - a "Student in Good Standing" moves to Probationary Status when his/her overall graduate GPA falls below 3.0 or the student receives a grade below "C".
- students on probation have one semester to return their GPA to 3.0 or above to regain "Good Standing"; failure to do this may lead to dismissal from the program.
4. Candidate Status
  - "Students in Good Standing" who pass the Beginning Practicum with a grade of "B" or better will be considered by the graduate faculty for "Candidate Status" which is essentially permission to continue in the program. All work to that point will be reviewed.
  - students who receive a grade below "B" in the Beginning Practicum will be denied "Candidate Status"; the graduate faculty will determine if the student is allowed to retake the practicum; failure to receive permission to retake the practicum will lead to dismissal from the program.

### The Final Examination

Candidates who have successfully completed or are completing the Internship will submit written case studies of clients. Approval of these cases by the graduate faculty will lead to an oral examination covering this material.

### Required Courses:

PY 601, 605, 610, 615, 620, 625, 630, 635, 645, 655, 660, 685, 695, 699 and 3 hours of approved elective credit.

### GRADUATE COURSES IN PSYCHOLOGY

#### PY 601. Statistics. (3)

Designed to be an introductory course in statistical analysis. Emphasis will be on practical methods as well as on theory. Topics include central tendency, variability, correlation, regression, hypothesis testing and analysis of variance. I.

#### PY 605. Theories and Methods of Counseling. (3)

Designed to introduce the pre-practicum student to a general model for effective helping skills, this course will include both didactic and experiential components. The course will emphasize basic attending skills as the foundation of effective listening. I.

#### PY 610. Personality Development. (3)

This course will compare and contrast the major themes of childhood and adolescent personality

development. Constructs from the psychoanalytic, cognitive, behavioral and humanistic movement will be employed to analyze children's adjustment from birth to early childhood to adolescence. I.

**PY 615. Career Development. (3)**

Designed to allow informed choice concerning career choice and lifestyle, this course will cover vocational choice theory, career decision-making processes and career development exploration techniques. S.

**PY 620. Family Systems: Theory & Treatment. (3)**

The purpose of this course is to survey the fundamental processes of systems functioning and application of general theory to specific theoretical formulations of family development, family pathology and therapeutic interventions with disordered families. Major topics include normal family development, general systems concepts such as homeostasis, hierarchy and feedback loops, historical/psychodynamic theory and a systematic investigation of particular approaches to family function/dysfunction utilizing multigenerational viewpoints and various structural and strategic models. II.

**PY 625. Research Design and Review of Related Literature. (3)**

The course will study appropriate research design models in psychology. Research designs emphasizing both traditional and behavioral models will be presented. Prerequisite: PY 601. II.

**PY 630. Introduction to Professional Counseling. (3)**

The content of this course will focus upon issues central to the student's orientation as a mental health professional. Diverse areas such as ethical standards, licensure and one's role as a change agent will be addressed. Prerequisite: PY 605 and PY 610. II.

**PY 635. Individual Intelligence Assessment. (3)**

The student will administer a series of Wechsler individual intelligence tests. The student will learn to interpret the tests as indicators of scholastic ability and as screening devices for organic pathology, learning disabilities and emotional disturbance. The student will become cognizant of the limitations of intelligence tests

in relation to their reliability, norming and interpretation. Fee required. I.

**PY 645. Personality Assessment. (3)**

This course will provide the student with a basic understanding of the fundamental properties of testing critical to test selection and interpretation. The student will also acquire a broad knowledge of several instruments used for the assessment of personality, intelligence, organic disorders and career development. Students will become proficient in administration of a battery of select objective and projective personality and career instruments, interpret the data provided by these instruments and integrate the information from the battery in report format. Prerequisite: PY 635. Fee required. II.

**PY 655. Advanced Social Psychology. (3)**

The scientific study of the manner in which the behavior, emotions and beliefs of an individual can be influenced and determined by others. Also included is the study of the formation, structure and functioning of groups. Topics include attitude formation, perception of self and others, attraction, altruism, conformity and interpersonal communication. Prerequisites: PY 601, 625. II.

**PY 660. Theories & Methods of Group Counseling. (3)**

This course will focus upon the structure and dynamics of the group treatment process. The student will be exposed to the important elements of selection, grouping and choice of leadership style. General techniques of group practice and applications to specific populations will be discussed. Prerequisite: PY 605 and PY 630. S.

**PY 680. Special Topics. (1-3)**

Special Topics will change every semester and include the study of timely and pertinent areas in the field of psychology. I, II, S.

**PY 685. Counseling Practicum. (3)**

This course will provide an initial experience with counseling practice. It will require familiarization of basic relationships-building techniques and the utilization of these processes in a supervised therapeutic situation. Prerequisites: PY 605, PY 610, PY 630, minimum of 21 graduate hours completed and consent of advisor. I, II.

**PY 690. Directed Study. (1-3)**

This course will give the student an opportunity to pursue a course of study through reading, study and research. One, two or three hours of credit may be earned; a student may apply no more than three credit hours under this course number toward his degree. I, II, S.

**PY 695. Internship. (1-6)**

This course will provide the culminating experience in a field/agency for which the student is preparing. The student will spend 750 hours working in a responsible, yet supervised capacity, in a professional placement. Prerequisites: PY 685 and a minimum of 30 hours of completed graduate work. I, II, S.

**PY 699. Seminar in Abnormal Behavior. (3)**

This course is designed to provide maximum interchange between instructor and student. The course content will deal with current issues in abnormal psychology. Topics to be discussed include current research, techniques and treatment alternatives which are related to the field of psychopathology. An additional goal is to provide the opportunity to do a thorough literature review in a selected area and make an in-depth class presentation. Prerequisites: Minimum of 18 hours completed and consent of instructor. II.

# Graduate Faculty

## FULL-TIME FACULTY

**Wendy Acker (1992)**

Instructor of Business and Director of the MBA Program. B.S., Kansas State University; M.B.A., Avila College.

**Cathy Bogart (1988)**

Assistant Professor of Psychology. B.A., Eastern Illinois University; M.A., University of Missouri-Kansas City; Ph.D., University of Kansas.

**Carol Coburn (1989)**

Associate Professor of Education. B.S., M.A., Kansas State University; Ph.D., University of Kansas.

**Sister Marie Georgette Eschbacher (1962)**

Professor of Education. B.A., Fontbonne College; M.A., St. John College; Ph.D., Catholic University of America.

**Doris Ann Frede, C.P.A. (1988)**

Assistant Professor of Business. B.S., M.A., Central Missouri State University.

**Robert Gay (1982)**

Professor of Business. B.A., M.A., University of Kansas; Ph.D., University of California-Los Angeles.

**Fred Geer (1975)**

Professor of Education and Psychology. B.S.E., M.S., Emporia State University; Ph.D., University of Kansas.

**Judy Gibbs (1983)**

Associate Professor of Business and Coordinator for Legal Assistant Program. B.A., Graceland College; J.D., University of Missouri-Kansas City.

**Bonnie Givens, C.P.A. (1976)**

Associate Professor of Business and Coordinator for Undergraduate Business/Economics Programs. B.S.B.A., Kansas State College of Pittsburg; M.S., University of Kansas.

**Roy E. Horton (1986)**

Professor of Business. B.S., M.S., Ph.D., Purdue University.

**Sue Ellen McCalley (1993)**

Assistant Professor in Education. B.S., Northwestern University; M.A., University of Missouri-Kansas City; Ph.D., University of Kansas.

**John Shoenhair (1994)**

Associate Professor of Economics. B.A., University of Colorado; M.S., Ph.D., Virginia Polytechnic Institute and State University.

**Stephen Sirridge (1975)**

Professor of Psychology. B.A., M.S., Ph.D., University of Kansas.

**Laura L. Sloan (1986)**

Associate Professor and Chairperson of the Department of Education/Psychology. B.A., M.S., Ph.D., University of Missouri-Kansas City.

**L. George Smith (1978)**

Professor Emeritus. A.B., Ball State University; M.B.A., D.B.A., Indiana University.

**Richard Woodall (1994)**

Professor and Chairperson for the Department of Business. B.A., University of South Florida; M.A., University of Iowa; D.A., Illinois State University.

**Frank R. Yeatman (1985)**

Associate Professor of Psychology. B.A., Austin College; M.A., Ph.D., University of Illinois-Urbana.

## ADJUNCT FACULTY

### BUSINESS

**John R. Bancroft (1991)**

Business. J.D.; B.Sc., University of Iowa.

**Richard A. Brose (1995)**

Business. B.S., M.P.H., Dr.P.H., University of Pittsburgh.

**Christine Brough (1995)**

Business. B.A., Rockhurst College; M.,S., Texas Women's University; Ph.D. Candidate, University of Southern California.

**Charles E. Finch (1994)**

Economics. B.A., M.B.A., University of Missouri-Kansas City; M.A., University of Kansas.

**Nancy J. Fryer (1990)**

Business. B.S., M.B.A., Avila College.

**Lorraine Gilbertson (1983)**

Business. B.A., University of Minnesota; M.B.A., Avila College.

**William H. Guthrie, Jr., (1989)**

Business & Economics. B.S., University of Kansas; M.B.A., Avila College.

**Jay Hollyman (1995)**

Business Administration. B.A.S., Southern Methodist University; M.S., Kansas State University; M.B.A., Baker University.

**Michael A. Homola (1993)**

Business. B.S., M.A., Central Michigan University; Ph.D., Purdue University

**Craig A. Husting (1993)**

Business. B.A., Benedictine College; M.B.A., University of Notre Dame.

**Donald M. King (1990)**

B.S., United States Naval Academy; M.B.A., Eastern Michigan University; Ph.D., University of Michigan.

**Andrew (A.J.) Lutz, II (1993)**

Business. B.S.B.A., Kansas State University; M.B.A., Avila College.

**Nancy J. Petersen (1993)**

Business. B.A., University of Missouri-Kansas City; M.B.A., Avila College.

**John F. Schario (1993)**

Business. B.S., M.B.A., Rockhurst College.

**Eileen L. Spony, C.P.A. (1993)**

Business. B.A., SUNY at Stony Brook; M.B.A., New York University.

### EDUCATION/PSYCHOLOGY

**Reulan Levin (1992)**

Education. B.A., Luther College; M.A., Governors State University; Ed.S., University of Missouri-Kansas City.

**Jan Millard (1994)**

Ed/Psych. B.A., University of California, Fullerton; M.Ed., Ph.D., University of Houston.

**Lori B. Schwartz (1990)**

B.A., University of Kansas; M.A., Ph.D., University of Missouri-Kansas City.

**Cheryl Tucker (1993)**

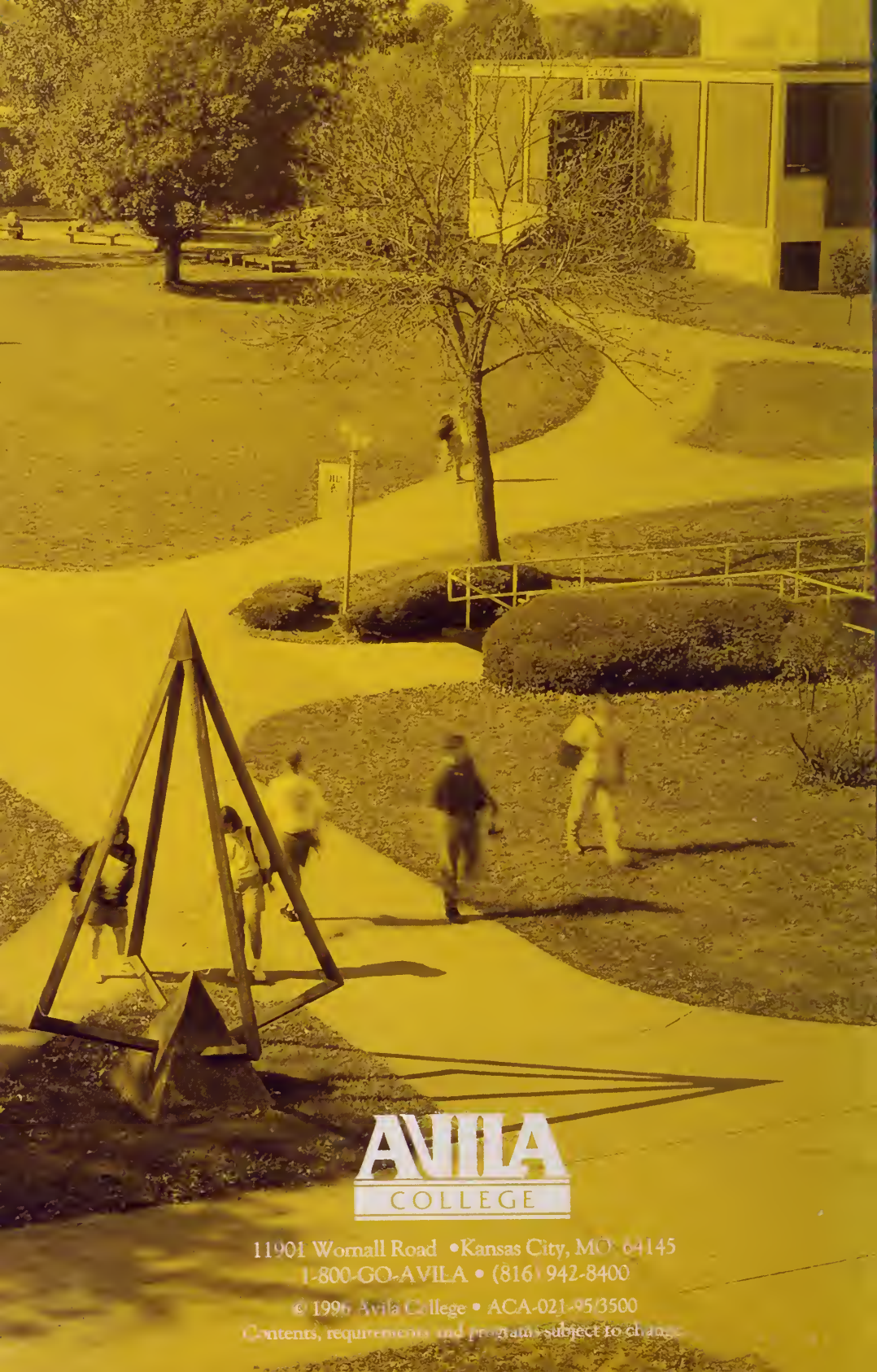
Psychology. B.A., Park College; M.S., Avila College.



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# AVILA

## COLLEGE

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